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US Army Transportation School  
Ft. Eustis, VA  
3 September 2009

**OPERATIONS ORDER 01-10 ATRRS COURSES DELIVERED VIA MOBILE  
TRAINING TEAM-USATSCH**

**1. SITUATION.** The US Army Transportation Center & School (USATC&S) provides Mobile Training Teams to enhance unit effectiveness by efficiently training units on critical skill sets as they prepare for future deployment to various theaters of operation. These Mobile Training Team instructors go to unit locations and conduct training as needed. They require specific resources for their successful completion of the training.

**2. MISSION:** USATSCH conducts training in order to enhance the readiness of operating force units in support of the ARFORGEN process.

**3. EXECUTION.**

**Intent:** The purpose of this operation is to provide teams of trainers who can go out to the force and conduct training on critical transportation skills in order to support our forces in the field as they rotate through the ARFORGEN process. Key Tasks will include providing expert trainers, providing exportable training aids, creating a curriculum that is performance oriented, and maintaining the highest quality of instruction. The end state will be that the supported units will have trained personnel who are able to accomplish their transportation mission in support of their units' overall mission.

**A. Concept of Operations.** Academic Departments of the US Army Transportation School will develop courses for training by Mobile Training Team that can travel to a designated location and, given adequate training aids and facilities, conduct training to standard in support of the ARFORGEN process.

**B. Tasks to Staff and Subordinate Units:**

- (1) Academic Departments. See annexes for specific course requirements.
- (2) Supported Training Units. See annexes for specific course requirements

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**C. Coordinating Instructions:**

(1) Class Size: Units receiving this Mobile Training Team (MTT) are required to have the minimum class size enrolled in the Army Training Requirements and Resources System (ATRRS) 45 days prior to the training start date. The remaining students must be entered onto ATRRS no later than **30** days prior to the training start date. ATRRS is reviewed prior to the course and if there are insufficient students there is a possibility that the course will be cancelled or moved to an installation with a larger training requirement.

(2) Printing of student workbooks: A master copy of the student workbook on compact disc will be sent to the unit requesting the MTT. The workbook covers all the lessons and practical exercises conducted within the course. This is a proven asset for students' comprehension and provides a detailed reference for their later use. A paper copy of this workbook should be produced and permanently issued to each student. Printing is estimated to cost \$16 per book.

(3) Classroom facilities: A classroom with tables and chairs to support maximum number of students, equipped with a video screen, VCR player and extension cords for audio equipment must be provided. An in-focus projector and lap-top computer must be provided or requested from the MTT POC. Specific requirements for each course can be found in the annexes to this OPORD.

(4) Training Equipment/Materials. The training unit is responsible for providing training equipment and materials as specified in the appropriate annex to this order.

(5) Finance: The host installation is required to fund the TDY expenses of the instructors and shipping costs of the training materials. The funds are to be transferred through direct Fund Cite. A memorandum should be sent to Ms Lisa Jackman at DSN FAX 826-0072 (CML 757-878-0072) or email [lisa.jackman@conus.army.mil](mailto:lisa.jackman@conus.army.mil) in order to arrange the transfer. DRM can be contacted at DSN 826-1994 (CML 757-878-1994) for further information. Also an electronic mail must be sent three weeks prior to the class start date to [lisa.jackman@conus.army.mil](mailto:lisa.jackman@conus.army.mil) with the line of accounting code (Fund Cite), the instructor names, and the amount of funds authorized.

**4. SERVICE SUPPORT.**

- a. Material and services. See Annexes for specific course requirements
- b. Personnel, Civilian. See Annexes for specific course requirements
- c. Personnel, Military. See Annexes for specific course requirements
- d. Resource Management (Funding). See Annexes for specific course requirements.

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## **5. COMMAND AND SIGNAL.**

### **a. Command.** USATC&S

b. **Signal.** The points of contact for USATC&S Mobile Training Team training courses can be found in the annexes to this order for each course. General questions or inquiries can be sent to Mr. David Padgett, Training Operations Division, at 757-878-5404 or DSN 826-5404 or e-mail at [david.padgett@us.army.mil](mailto:david.padgett@us.army.mil).

## **ACKNOWLEDGE:**

**RACE  
ASST CMDT**

## **OFFICIAL:**

**HERRON  
LTC, LG  
DAC**

## **ANNEXES:**

Annex A – Unit Movement Officer Deployment Planning Course (F17/553-F5)  
Annex B – Mobilization Deployment Planning Course (2G-SI6M/500-ASI6M)  
Annex C – TC-AIMS II Functional Course (8C-F33/553-F15)  
Annex D – Rough Terrain Container Handler (Kalmar) (42A/89B/92A)  
Annex E – Ship Loading and Stowage (S&S) (8C-F29/822-F26)  
Annex F – Computerized Deployment System (ICODES) (8C-F26/822-F25)

## **DISTRIBUTION:**

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**Annex A- Unit Movement Officer Deployment Planning Course (8C-F17/553-F5)**

Length: 2 wks, Monday through Friday

Class size: 30-45

POC: Mr. Miles (757) 878-6111, DSN 826-6111

**Coordinating Instructions:**

1. Units receiving this Mobile Training Team (MTT) are required to have the minimum class size (18 students) enrolled in the Army Training Requirements and Resources System (ATRRS) 45 days prior to the training start date. The remaining students must be entered into ATRRS no later than **thirty** days prior to the training start date. ATRRS is reviewed prior to the course and if there are insufficient students there is a possibility that the course will be cancelled or moved to an installation with a larger training requirement.

2. **Printing of student workbooks:** A master copy of the student workbook on compact disc will be sent to the unit requesting the MTT. The workbook covers all the lessons and practical exercises conducted within the course. This is a proven asset for students' comprehension and provides a detailed reference for their **later use**. A paper copy of this workbook should be produced and **PERMANENTLY ISSUED TO EACH STUDENT**. Printing is estimated to cost \$16 per book.

3. **Classroom facilities:** A classroom with tables and chairs to support 45 students, equipped with a video screen, VCR player and extension cords for audio equipment must be provided. **An in-focus projector and lap-top computer must be provided or requested from the MTT POC.**

4. **TC-AIMS II classroom and computer facility:** This facility is required for the conduct of TC-AIMS II training on **the first Thursday of training**. It is understood that the Installation Transportation Office facility may not be able to accommodate 45 students and an assessment will be conducted upon arrival of the MTT. If the facility is too small, TC-AIMS II training will continue in the original classroom although this is not the ideal solution. The MTT instructors are prepared to teach an overview of TC-AIMS II depending on the requirement of the installation. There is however, considerable benefit in the **Installation TC-AIMS II representative** conducting this training whether in the computer facility or in the basic classroom to support specific Installation requirements and policies. It is requested that consideration be given to including the Installation TC-AIMS II representative as a guest instructor for the class. Detailed timings and arrangements can be determined upon commencement of the course.

5. **Rail car load out equipment:** Rail car load out equipment and a loading area is required for the **second Monday, 0730 h – 1300 h**. Equipment required:

- a. Two chain equipped flat rail cars

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- b. At least four wheeled vehicles of various types
- c. Required tools to conduct tie down. (Tie down equipment is to include appropriate type and quantity of tie down chains for the type of vehicles provided, breaker bar, monkey wrench, screwdriver eight-inch square shank and a three-pound hammer and at least four spanners).

6. **Cargo Preparation and 463L pallet:** Cargo Preparation and 463L pallet building equipment is required for the **second Wednesday, 0730 hrs – 1400 hrs.** Equipment required:

- a. Minimum of 4 and up to six wheeled vehicles of various types,
- b. Four calibrated portable vehicle scales,
- c. Four 25 ft tape measures,
- d. Minimum of two, and up to four, 463L Cargo Pallet System (each to include top and side nets)
- e. Dummy cargo to build at least **two**, and up to **four** pallets. (Cargo should be a combination of regular and irregular shapes).

7. **Finance:** The host installation is required to fund the TDY expenses of the instructors and shipping costs of the training materials. These expenses are estimated to be approximately \$5,500.00. The funds are to be transferred through direct Fund Cite. **(The funds that are sent to DRM via MIPR or LOA. DO NOT INCLUDE THE PRICE OF SHIPPING THE REFERENCE MATERIAL BACK TO FORT EUSTIS; THE COST IS ONLY THE TDY ESTIMATED COST FOR THE INSTRUCTORS).** A cost estimate sent to the POC will not include the cost for shipping the reference material back to Fort Eustis. The installation will be required to Fed-Ex/UPS the reference material back to Fort Eustis at the beginning of the second week. A memorandum should be sent to Ms. Lisa Jackman at DSN FAX 826-0072 (CML 757-878-0072) or email [lisa.jackman@conus.army.mil](mailto:lisa.jackman@conus.army.mil) to arrange the transfer. DRM can be contacted at DSN 826-1994 (CML 757-878-1994) for further information. Also an electronic mail must be sent three weeks prior to class start date to [lisa.jackman@conus.army.mil](mailto:lisa.jackman@conus.army.mil) with the line of accounting code (Fund Cite), the instructors names, and the amount of funds authorized.

8. **Point of Contact:** It is requested that a POC be provided to assist with coordination of the requested support. This POC is particularly important for the provision of the rail car equipment, vehicles and use of the training areas. The POC should be available for the duration of the course.

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The training material and practical training exercises that the students receive are crucial to the overall success of the course. Your positive support to this request will contribute significantly to the training and ultimately, the employability of the soldiers within their unit. Your cooperation is greatly appreciated.

Instructor POC for this MTT is SSG (P) Adron Hayes or Rudy Moffatt at DSN 826-1575/2120 (CML 757-878-1575/2120).

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**Annex B- Mobilization Deployment Planning Course (2G-SI6M/500-ASI6M)**

Length: 2 wks, Monday through Friday

Class size: 20

POC: Mr. Miles (757) 878-6111, DSN 826-6111

**Coordinating Instructions:**

1. Units receiving this Mobile Training Team (MTT) are required to have the minimum class size (12 students) enrolled in the Army Training Requirements and Resources System (ATRRS) 45 days prior to the training start date. The remaining students must be entered into ATRRS no later than **thirty** days prior to the training start date. ATRRS is reviewed prior to the course and if there are insufficient students, there is a possibility that the course will be cancelled or moved to an installation with a larger training requirement.

2. **Classroom facilities:** A classroom with tables and chairs to support 20 students, equipped with a video screen, VCR player and extension cords for audio equipment must be provided. **An in-focus projector and lap-top computer must be provided or requested from the MTT POC.**

3. **Finance:** The host installation is required to fund the TDY expenses of the instructors and shipping costs of the training materials. These expenses are estimated to be approximately \$2000.00. The funds are to be transferred through direct Fund Cite. **(The funds that are sent to DRM via MIPR or LOA.** A memorandum should be sent to Ms Lisa Jackman at DSN FAX 826-0072 (CML 757-878-0072) or email [lisa.jackman@conus.army.mil](mailto:lisa.jackman@conus.army.mil) in order to arrange the transfer. DRM can be contacted at DSN 826-1994 (CML 757-878-1994) for further information. Also an e-mail must be sent three weeks prior to class start date to [lisa.jackman@conus.army.mil](mailto:lisa.jackman@conus.army.mil) with the line of accounting code (Fund Cite), the instructors names, and the amount of funds authorized.

4. **Point of Contact:** It is requested that a POC be provided to assist with initial coordination and be available for the duration of the course. The practical training exercises that the students receive are crucial to the overall success of the course. Instructor POC for this MTT is Ms. Candice Marshall at DSN 826-6956 (CML 757-878-6956).

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**Annex C - TC-AIMS II Functional Course (8C-F33/553-F15)**

Length: 2 wks, Monday through Friday

Class size: 20

POC: Mr. Miles (757) 878-6111, DSN 826-6111

**Coordinating Instructions:**

1. Units receiving this Mobile Training Team (MTT) are required to have the minimum class size (12 students) enrolled in the Army Training Requirements and Resources System (ATRRS) 45 days prior to the training start date. The remaining students must be entered into ATRRS no later than **thirty** days prior to the training start date. ATRRS is reviewed prior to the course and if there are insufficient students, there is a possibility that the course will be cancelled or moved to an installation with a larger training requirement.
2. **Classroom facilities:** A 20 person classroom with tables and chairs and power connectivity to support 20 computers, equipped with a video screen, LCD projector, whiteboard, instructor support area (desk and phone) must be provided.
3. If the requesting Installation does not have the required TC-AIMS automation (one per student) to support the training, coordination must be conducted with the instructor to make provisions for shipping laptops to and from the Installation.
4. **Finance:** The host installation is required to fund the TDY expenses of the instructors and shipping costs of the training materials. These expenses are estimated to be approximately \$2000.00 to \$3000.00. The funds are to be transferred through direct Fund Cite. (**The funds that are sent to DRM via MIPR or LOA**). A memorandum should be sent to Ms Lisa Jackman at DSN FAX 826-0072 (CML 757-878-0072) or email [lisa.jackman@conus.army.mil](mailto:lisa.jackman@conus.army.mil) in order to arrange the transfer. DRM can be contacted at DSN 826-1994 (CML 757-878-1994) for further information. Also an electronic mail must be sent three weeks prior to class start date to [lisa.jackman@conus.army.mil](mailto:lisa.jackman@conus.army.mil) with the line of accounting code (Fund Cite), the instructors names, and the amount of funds authorized.
5. **Point of Contact:** It is requested that a POC be provided to assist with initial coordination and be available for the duration of the course. Instructor POC for this MTT can be reached at DSN 826-5990 (CML 757-878-5990).



**Annex D- Rough Terrain Container Handler (Kalmar) (42A/89B/92A)**

Length: 2 wks, Monday through Friday

Class size: 8-16

POC: Mr. Murphy (757) 878-6412, DSN 826-6412

POC: Mr. Elburn (757) 878-6411, DSN 826-6411

**Coordinating Instructions:**

1. Units receiving this Mobile Training Team (MTT) are required to have the minimum class size (8 students) enrolled in the Army Training Requirements and Resources System (ATRRS) 45 days prior to the training start date. The remaining students must be entered into ATRRS no later than **thirty** days prior to the training start date. ATRRS is reviewed prior to the course and if there are insufficient students, there is a possibility that the course will be cancelled or moved to an installation with a larger training requirement.

2. **Printing of student workbooks:** A master copy of the student workbook in PDF format will be sent to the unit requesting the MTT. The workbook covers all the lessons and practical exercises conducted within the course. This is a proven asset for students' comprehension and provides a reference for their **later use**. A paper copy of this workbook should be produced and **PERMANENTLY ISSUED TO EACH STUDENT**.

3. **Classroom facilities:** A classroom is needed for training days 1, 2, 5 and 9. The classroom must include tables and chairs to support 16 students, equipped with a video screen, projector and multi-media computer with Microsoft Office 2007 or later.

4. **RTCH RT-240 Driving Range/Training Site:** This facility is required for the conduct of the hands-on Driving, Lifting/Stacking and Transporting Containers, Forklift Kit Installation and Preparation of the RTCH RT-240 for Air Transport training. Below are the minimum requirements for a RTCH RT-240 Driving/Training Site per (1) RTCH.

- a. 75 x 250 feet
- b. Free of pedestrians or other vehicular traffic
- c. Free of overhead power lines
- d. Free of shallow underground voids or piping (sewer, water line, storage tanks)
- e. Free of sink holes/crevices or sharp tire hazards

5. **Training Support Equipment:** This equipment is needed to support the student understanding of the primary mission of the RTCH RT-240 (Lifting, Stacking and Transporting Containers). The container must have top locking slots in good condition free from defects.

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Equipment required:

- a. (1) RTCH RT-240
- b. (3) 20 foot ISO containers (Safe for lifting)
- c. (1) 40 foot ISO container (Safe for lifting)
- d. (12) Traffic Cones
- c. Hearing Protection (per student)
- d. Safety Hat/Helmet (per student)
- e. Safety Shoes/Boots (per student)
- f. Work/Utility Gloves (per student)
- g. Water Cooler/Ice/Hot Beverage or Soup (To combat heat injury in warm climates and cold weather injury in cold climates.

Services required:

- a. Maintenance (Company level)
- b. Fueling Support
- c. POL Support
- d. Photo Coping
- e. Fax (long distance capable)

NOTE: The above listed items are the minimum to train 16 students max.

7. **Finance:** The host installation is required to fund the TDY expenses of the instructors and shipping costs of the training materials. These expenses are estimated to be approximately \$5,500.00. The funds are to be transferred through direct Fund Cite. **(The funds that are sent to DRM via MIPR or LOA. DO NOT INCLUDE THE PRICE OF SHIPPING THE REFERENCE MATERIAL BACK TO FORT EUSTIS; THE COST IS ONLY THE TDY ESTIMATED COST FOR THE INSTRUCTORS).** A cost estimate that is sent to the POC will not include the cost for shipping the reference material back to Fort Eustis. The installation will be required to Fed-Ex/UPS the reference material back to Fort Eustis at the beginning of the second week. A memorandum should be sent to Ms. Lisa Jackman at DSN FAX 826-0072 (CML 757-878-0072) or email [lisa.jackman@conus.army.mil](mailto:lisa.jackman@conus.army.mil) in order to arrange the transfer. DRM can be contacted at DSN 826-1994 (CML 757-878-1994) for further information. Also an electronic mail must be sent three weeks prior to class start date to [lisa.jackman@conus.army.mil](mailto:lisa.jackman@conus.army.mil) with the line of accounting code (Fund Cite), the instructors names, and the amount of funds authorized.

8. **Point of Contact:** It is requested that a POC be provided to assist with coordination of the requested support. This POC is particularly important for the provision of the RTCH's, classrooms, and training areas. The POC should be available for the duration of the course.

The training material and practical training exercises that the students receive is crucial to the overall success of the course. Your positive support to this request will contribute

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significantly to the training and ultimately, the employability of the soldiers within their unit. Your cooperation is greatly appreciated.

Instructor POC for this MTT is William E. Elburn or Kurt Murphy at DSN 826-6411/6412/6413 (CML 757-878-6411/6412/6413).

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**Annex E- Ship Loading and Stowage (S&S) (8C-F29/822-F26)**

Length: 2 wks, Monday through Friday starting time 0800

Class size: 10-30

POC: David Vergason Course Manager (757) 878-1067, DSN 826-1067 or david.vergason@us.army.mil.

**Coordinating Instructions:**

1. Units receiving this Mobile Training Team (MTT) are required to have the minimum class size (10 students) enrolled in the Army Training Requirements and Resources System (ATRRS) 45 days prior to the training start date. The remaining students must be entered into ATRRS no later than **thirty** days prior to the training start date. ATRRS is reviewed prior to the course and if there are insufficient students, there is a possibility that the course will be cancelled or moved to an installation with a larger training requirement.
2. **Classroom facilities:** A classroom with tables and chairs to support 30 students, equipped with a video screen, extension cords for computer equipment must be provided. **An in-focus projector and lap-top computer must be provided or requested from the MTT POC.**
3. The Host unit must provide a clear US Postal Mailing Address for Shipment of computers and support material for class and personnel to accept upon arrival, and for Certificates and administrative correspondence.
4. **Finance:** The host installation is required to fund the TDY expenses of the instructors and shipping costs of the training materials. The funds are to be transferred through direct fund site. **(The funds will be sent to DRM via MIPR or LOA. DO NOT INCLUDE THE PRICE OF SHIPPING THE REFERENCE MATERIAL TO SITE AND BACK TO FORT EUSTIS; THE COST IS ONLY THE TDY ESTIMATED COST FOR THE INSTRUCTORS).** A cost estimate that is sent to the POC will not include the cost for shipping the reference material back to Fort Eustis. The installation will be required to Fed-Ex/UPS the reference material from Fort Eustis a minimum of two weeks prior to the training, and back to Fort Eustis at the completion of the course. A memorandum should be sent to Ms. Lisa Jackman at DSN FAX 826-0072 (CML 757-878-0072) or email [lisa.jackman@conus.army.mil](mailto:lisa.jackman@conus.army.mil) in order to arrange the transfer. DRM can be contacted at DSN 826-1994 (CML 757-878-1994) for further information. Also an electronic mail must be sent three weeks prior to class start date to [lisa.jackman@conus.army.mil](mailto:lisa.jackman@conus.army.mil) with the line of accounting code (fund Site), the instructor's names, and the amount of funds authorized.
5. **Point of Contact:** It is requested that a POC be provided to assist with coordination of the requested support. This POC is particularly important for the shipment of the computer equipment. The POC should be available for the duration of the course. The training material and practical training exercises that the students receive is crucial to the overall success of the course. Your positive support to this request will contribute

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significantly to the training and ultimately, the employability of the soldiers within their unit. Your cooperation is greatly appreciated.

Instructor POC for this MTT is MSgt McClure/MSgt Kirkland at DSN 826-5759 (CML 757-878-5759).

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**Annex F- Computerized Deployment System ICODES (8C-F26/822-F25)**

Length: 2 wks, Monday through Friday

Class size: 10-30

POC: David Vergason, Course Manager (757) 878-1067, DSN 826-1067 or david.vergason@us.army.mil.

**Coordinating Instructions:**

1. Units receiving this Mobile Training Team (MTT) are required to have the minimum class size (10 students) enrolled in the Army Training Requirements and Resources System (ATRRS) 45 days prior to the training start date. The remaining students must be entered into ATRRS no later than **thirty** days prior to the training start date. ATRRS is reviewed prior to the course and if there are insufficient students, there is a possibility that the course will be cancelled or moved to an installation with a larger training requirement.
2. **Classroom facilities:** A classroom with tables and chairs to support 30 students, equipped with a video screen, extension cords for computer equipment must be provided. **An in-focus projector and lap-top computer must be provided or requested from the MTT POC.**
3. The Host unit must provide a clear US Postal Mailing Address for Shipment of computers and support material for class and personnel to accept upon arrival, Certificates and administrative correspondence.
4. **Finance:** The host installation is required to fund the TDY expenses of the instructors and shipping costs of the training materials. The funds are to be transferred through direct fund site. **(The funds will be sent to DRM via MIPR or LOA. DO NOT INCLUDE THE PRICE OF SHIPPING THE REFERENCE MATERIAL TO SITE AND BACK TO FORT EUSTIS; THE COST IS ONLY THE TDY ESTIMATED COST FOR THE INSTRUCTORS)** A cost estimate that is sent to the POC will not include the cost for shipping the reference material back to Ft. Eustis. The installation will be required to Fed-Ex or UPS the reference material from Ft Eustis a minimum of two weeks prior to the training, and back to Fort Eustis at the completion of the course. A memorandum should be sent to Ms Lisa Jackman at DSN FAX 826-0072 (CML 757-878-0072) or email [lisa.jackman@conus.army.mil](mailto:lisa.jackman@conus.army.mil) in order to arrange the transfer. DRM can be contacted at DSN 826-1994 (CML 757-878-1994) for further information. Also an e-mail must be sent three weeks prior to class start date to [lisa.jackman@conus.army.mil](mailto:lisa.jackman@conus.army.mil) with the line of accounting code (fund Site), the instructor's names, and the amount of funds authorized.
5. **Point of Contact:** It is requested that a POC be provided to assist with coordination of the requested support. This POC is particularly important for the shipment of the computer equipment. The POC should be available for the duration of the course. The training material and practical training exercises that the students receive is crucial to the overall success of the course. Your positive support to this request will contribute significantly to the training and ultimately, the employability of the soldiers within their

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unit. Your cooperation is greatly appreciated.

Instructor POC for this MTT is MSgt McClure/MSgt Kirkland at DSN 826-5759 (CML 757-878-5759).